



## City of Centerville Employment Opportunity Code Enforcement Officer

**The City of Centerville is now hiring a part-time Code Enforcement Officer to help monitor and enforce the City's property maintenance codes and related Ordinances. Reports directly to Zoning/Code Enforcement Inspector and works 20 hours per week every other week (includes Saturday hours every other weekend). Position open until filled.**

### Position Responsibilities & Requirements

Performs daily inspections of residential and business properties to ensure compliance with established City of Centerville codes, Ordinances and other regulations regarding building maintenance, property maintenance and other related standards. Explains property maintenance regulations to residents and business owners, when necessary, and provides guidance to help achieve resolution of any violations. Also documents and tracks property maintenance issues, prepares and files records, completes data entry and types reports. The Code Enforcement Officer must have a courteous, professional, and calm demeanor. Must have the ability to understand detailed codes, Ordinances, and other regulations and have the ability to help residents and business owners understand applicable requirements as well. This position has a customer service focus. Requires excellent interpersonal and communication skills; moderate computer skills; and a valid Ohio driver's license. Must have the ability to work in all weather conditions and perform physically demanding tasks. Experience with code enforcement preferred. The pay range for this position is \$11.00-\$15.00 per hour, depending on qualifications. This position is not eligible for benefits.

### Application Process

Submit an application for consideration as soon as possible, **indicating desired position**, to the address below. Applications may be obtained in person or online at [www.centervilleohio.gov](http://www.centervilleohio.gov) under Employment. Additional recruitment information is available on the City's web page. The City of Centerville is an equal opportunity employer.

City of Centerville  
Human Resources Department  
100 West Spring Valley Road  
Centerville, OH 45458

Phone: 937-433-7151  
Fax: 937-428-4718  
E-mail: [personnel@centervilleohio.gov](mailto:personnel@centervilleohio.gov)  
Web page: [www.centervilleohio.gov](http://www.centervilleohio.gov)